



MTI COLLEGE

Provisional Student Academics

Policy:

First-time students are given a specified period of time (the “provisional period”) to adjust to the demands of a college environment, to assess if the program rigor meets their expectations, and to ensure that their life circumstance and outside responsibilities will allow for them to be successful at MTI College. This period of time also allows the College to ensure that students have the necessary ability to benefit, have the needed support system to be successful, have the academic support needed (in the form of tutoring or lab periods) to ensure their academic success, and have the drive and determination to graduate.

With the exception of the cosmetology program, the provisional period consists of the first six weeks of attendance. For future professionals in the cosmetology program, the provisional period is equivalent to the length of time spent in CORE.

- A provisional student is defined as 1) a first-time MTI student who is in his/her first six weeks of attendance (provisional period), or 2) a first-time Paul Mitchell cosmetology future professional attending CORE (provisional period). Please note, this policy does not apply to diploma programs that are imbedded in the second year of a degree program or students enrolling directly into the second year of a degree.
- A provisional student has a CampusVue status of “Enrolled” within the first ten hours of classroom attendance, and “Attending” after the first ten hours of recorded attendance.
- A provisional student will have his/her attendance and progress monitored by the retention committee on a weekly basis.
- A provisional student will be awarded and disbursed financial aid, as appropriate, based on current federal regulation. The College will continue to adhere to its policy of not certifying student loans for the student’s first 30 days.
- A provisional student will be considered an active student after completion of the first six weeks of school. CampusVue status will remain as “Attending”.

Each week the retention committee will review the progress of each provisional student based on input from the faculty, the deans, or other sources. Any students who it appears would benefit from assistance will have it offered in order to improve his/her chances of success. Such assistance might be in the form of counseling, scheduling into subject specific labs, tutoring or other support services.

A provisional drop may occur under one of the following circumstances:

- College-initiated

During the provisional period or at its end, a student who does not appear to be a match for MTI College or its programs and/or does not demonstrate an ability to benefit will be dropped as a provisional drop. The decision not to allow a provisional student to attend beyond the provisional period will be made by the retention committee with input from the faculty, dean, and admissions advisor(s). In this situation, a meeting will be scheduled with the student, student success coordinator and the campus director (or other retention committee member) to process the provisional drop. The student will be informed prior to the meeting that he/she will need to return

all books and supplies that were issued. When the books/supplies are returned and the provisional drop paperwork is signed by the student and the campus representative, the student will be relieved of any financial responsibility to the College.

A future professional who does not successfully complete CORE will be dropped as a provisional drop. In this situation, the future professional will meet with the Paul Mitchell department chair, return his/her kit and learning supplies, and sign the provisional drop agreement. Please note: The future professional's iPad will not be accepted for return unless it is in 'as-new' condition. If it is not accepted for return, the future professional will be responsible for the iPad package cost.

- Student-initiated

A student who drops during the provisional period on his/her own accord is considered a provisional drop. When the student expresses the desire to drop, staff are asked to explain the provisional drop policy to the student and refer him/her to the student success coordinator to begin the process. A meeting will be scheduled with the student, student success coordinator, and the campus director (or other retention committee member) to process the provisional drop. The student will be informed prior to the meeting that he/she will need to return all books and supplies that were issued. When the books/supplies are returned and the provisional drop paperwork is signed by the student and the campus representative, the student will be relieved of any financial responsibility to the College.

- Students who do not follow the above procedures will be subject to collection activities for any items not returned.

Students who are provisional drops are not included in the official retention calculations of the College.